

ABC Case
RECORD VOLUME BY CATEGORY
(1962 - MARCH 24, 1994)

Sample
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DATE MARCH 9, 1994

DEPARTMENT NAME: RICHMOND GENERAL MANAGER

DEPARTMENT CODE: 01MFG101

COORDINATOR NAME: LYNN KING

MAN HOURS TWO (2)

EXPENSES (\$)

TOTAL 24,981

| RECORD CATEGORY CODE AND TITLE | NUMBER OF PAPER DOCUMENTS (1 INCH = 100 DOCUMENTS) | ESTIMATED NUMBER OF COMPUTER AND MICROFILM DOCUMENTS |
|-----------------------------------|--|--|
| B0546 BUILDINGS AND GROUNDS | 20 | |
| C2567 CALENDARS/DIARIES/DAYTIMERS | 40 | |
| C1178 COMMUNICATIONS | 0 | |
| C1185 COMMUNITY RELATIONS | 40 | |
| C1190 CORRESPONDENCE | 1,750 | 60 |
| E0667 EMPLOYEE INVOLVEMENT | 0 | |
| E0668 EMPLOYEE RELATIONS | 1,750 | 80 |
| E0669 ENGINEERING | 50 | |
| E0674 ENVIRONMENTAL | 150 | |
| E0681 EQUIPMENT | 300 | |
| F0386 FINANCIAL | 2,850 | 10 |
| I0324 INFORMATION SERVICES | 250 | |
| L0379 LABOR RELATIONS | 1,550 | 5 |
| M1526 MARKETING | 0 | |
| M0650 MATERIALS | 0 | |
| M0656 MEETINGS | 1,600 | 40 |
| O0562 ORGANIZATIONAL CHARTS | 75 | 4 |
| P1154 PERSONNEL - GENERAL | 800 | |
| P2251 PERSONNEL FILES | 1,500 | |
| P1172 PLANNING | 3,100 | 30 |
| P2242 POLICIES AND PROCEDURES | 1,750 | 15 |
| P1173 PRESENTATIONS | 2,400 | 25 |
| TOTAL | | |

2054608143 -

Sample

EXPENSES (\$)

2054608144